



Illinois Arts Council Agency

FY15 Community Arts Access Program Guidelines

DEADLINE
July 1, 2014

[Illinois Arts Council Agency](#)

Fiscal Year 2015 Community Arts Access Program Guidelines

Program Description

The Community Arts Access (CAA) Program creates a partnership between the Illinois Arts Council Agency (IACA) and IACA designated organizations by providing the means to expand local mechanisms that encourage and support developing arts programs throughout the state. Recognizing that the funding requests from regionally-specific or neighborhood-based groups are more appropriately identified and supported at the local level, this program makes it possible for regranteeing agencies to develop grantsmaking processes for organizations and individuals at all stages of artistic development, distributing state funds in their specific service areas according to their assessment and perception of local needs.

Deadline

The deadline for the FY15 Community Arts Access Program is **5:00pm on Tuesday, July 1, 2014**.

Eligibility

The CAA Program is open to IACA designated partner organizations. Organizations must be not-for-profit, tax exempt (501c3) entities registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government, or institutions of higher education.

At the time of application, applicant organizations will be required to provide a Federal Employer Identification Number (FEIN), assigned by the Internal Revenue Service. No other form of verification will be accepted. The Illinois Arts Council Agency will use [Guidestar's Charity Check](#) to verify status. For information on how to obtain tax-exempt status go to: <http://www.irs.gov/Charities-&-Non-Profits/Application-Process>

Applicants must have a current DUNS number. The Data Universal Numbering System is Dun & Bradstreet's copyrighted, proprietary means of identifying business entities on a location-specific basis. At the time of application, applicant organizations will be required to provide the DUNS number. Provided below are two options for obtaining a DUNS number:

- DUNS Number by Web, visit: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- DUNS Number by phone, call: 1-866-705-5711, Monday – Friday 7 a.m. to 8 p.m. CST

Refer to [Proof of Eligibility](#) page for further details.

Matching Requirements

- IACA funds must be matched by the regranting agency with a 25% cash match secured from resources within the identified service area.
- Up to 10% of the total project budget may be allocated for administrative costs incurred by the regranting agency to administer the program and may include panel expenses. If applicant's cash match exceeds the minimum 25%, the percentage allotted for administration may exceed 10% but must come from the local cash match.

Requirements and Restrictions

When designing a regranting program, the regranting agency must adhere to the following IACA requirements:

- The regranting agency must use written guidelines (including review criteria and a definition of the geographic area served), application forms, contracts and evaluation forms.
- The regranting agency must have a conflict of interest policy for panelists.
- Subgrantees may consist of incorporated not-for-profit organizations or individual artists. Projects by individual artists with no proposed public presentation and/or community service component may not be funded. Regranting agencies may choose not to include individuals in its funding strategy.
- Subgrantees must adhere to the regranting agency's criteria as well as the IACA's [Policies and Priorities](#). Special note: funds may not be awarded for the following: *Permanent equipment which exceeds \$500, capital expenditures, out-of-state touring, student scholarships, deficit funding, fundraisers, benefits, receptions or other social functions.*
- At least 30% of the total regranting allocation should be earmarked to foster the cultural development of underserved populations in the identified service area. This includes projects of artistic merit which are deeply rooted in and reflective of the culture of a specific minority, ethnic, rural, tribal, older adult, people with disabilities or other underserved group and/or individual as determined by the regranting agency.
- All subgrantee applicants must disclose if they have applied to the IACA or another regranting agency for funds for the same project.
- All subgrantee applicants must show some cash match.
- The regranting agency's CAA program must be open to applicants beyond the regranting agency's members.
- The regranting agency must expend its IACA funds between **September 1, 2014 and May 31, 2015.**

FY2015 COMMUNITY ARTS ACCESS APPLICATION

Application Components

The CAA Grant application consists of an application form and required attachments which will be submitted electronically through the Illinois [eGrant website](http://Illinoisarts.egrant.net) (<http://Illinoisarts.egrant.net>). The application and required attachments must be completed in full and submitted in the format outlined in these guidelines by the application deadline. For eGrant instructions follow this [link](http://www.arts.illinois.gov/Using%20Illinois%20eGrant): (<http://www.arts.illinois.gov/Using%20Illinois%20eGrant>)

The electronic form includes:

- [Applicant information](#)

Under this tab you will provide:

- Information about your organization and contacts
- FEIN (Federal Identification number)
- DUNS number (Data Universal Numbering System)

- [Application Details](#)

Under this tab, you will provide:

- The CAA Grant amount you received from the IACA in the last fiscal year (FY14)
- The amount of the CAA cash match provided in FY14
- The total amount awarded by your organization through this program in FY14
- The geographic area served by this program
- The total population of the area served by this program

Required Attachments

The [attachments](#) outlined below are required for all applicants and must be uploaded as part of the eGrant application.

- A. [Narrative](#)
- B. [Budget \(template provided\)](#)
- C. [Summary of Applications \(template provided\)](#)
- D. [Timetable for next fiscal year](#)
- E. [Application/grant materials packet](#)
- F. [Proof of Not-for-Profit Status](#)

All attachments for which a template is not provided must:

- Be saved as PDF files and labeled as follows:
Organization name (or a recognizable acronym)_Attachment Letter.
Example: 'FamousArtsTheatre_A' or 'FAT_A' = Attachment A

- Use the same organization name or acronym for all attachments
- Be 8 ½ " x 11" with at least a 1" margin
- Use a 12-point or larger black type on a white background
- Have sequentially numbered pages
- Have the applicant organization's name and the attachment title on the top of each page
- Not be typed in all capital letters
- Not be photo reduced

There are many PDF converter options available for free or purchase on-line, including:

- [Adobe Acrobat](#) (for purchase)
- [Adobe Acrobat converter Online](#) (web-based subscription service)
- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

A. Application Narrative

Create an Application Narrative that addresses the topics numbered below. In the narrative, clearly indicate each numbered topic with a bold heading and a space between each topic. The narrative is limited to four pages in at least a 12-point font with one inch margins.

1. Briefly describe the philosophy, purpose and goals of your regranteeing program. How does this program fit into your organization's mission and goals?
2. Provide the demographics of the area this regranteeing program serves. What percentage of the population of your service area is: Black, not Hispanic; Hispanic; White, not Hispanic; American Indian/Alaskan Native; Asian Pacific Islander; Rural; Urban; Suburban; Under 18; Over 65; Physically disabled; Emotionally disabled; Developmentally disabled; Hearing disabled; Visually impaired. Identify the source of this information. Identify your area's underserved populations.
3. Describe the cultural climate of the area that this regranteeing program serves. How does this program address community needs?
4. What is the impact of this program on your grantees, those they serve, and the greater community? Provide examples of funded programs that demonstrate impact and meet

the requirement to reach underserved communities. What is the basis for evaluating your regranting program's effectiveness and impact?

5. Provide a summary of any significant revisions to your regranting program for FY15.
 - Are there changes in your process? How were they determined?
 - Are there new opportunities?
 - Are you facing new challenges?
 - Have you made progress in a particular area?
6. Provide a summary of your regranting process planned for FY15:
 - Who will administer the program?
 - How will you make the public aware of this program?
 - What steps will you take to make the program accessible?
 - How will you identify and address the needs of underserved populations?
 - What criteria and funding formula will be used in the grantsmaking process?
 - Who makes the funding decisions? Please provide a list of your 2014 panelists with their professional affiliation and city/town where they reside. How are panelists selected? How long is their term?
 - What will be the source(s) of the local cash match?

Application Narrative document should be saved as a PDF file and labeled: Organization name_A.pdf

Attachment B: Budget ([template provided](#))

Complete a budget for your FY15 Community Arts Access Program using the [template](#) provided.

Budget document should be saved as a PDF file and labeled: Organization name_B.pdf

Attachment C: Summary of Applications ([template provided](#))

Complete the Summary of FY14 Community Arts Access Program (Applications received/awarded) using the [template](#) provided.

Summary of Applications document should be saved as a PDF file and labeled: Organization name_C.pdf

Attachment D: Timetable for next fiscal year

Provide a one-page timetable for FY15 include the dates for application deadline(s), application workshops, application review, notification of awards, etc.

Timetable document should be saved as a PDF file and labeled: Organization name_D.pdf

Attachment E: Grant Materials

Provide a current set of program's printed materials saved as **one PDF document**. Include: guidelines, review criteria, application forms, grant agreement/contract, conflict of interest policy, and final report forms.

Grant Materials document should be saved as a PDF file and labeled: Organization name_E.pdf

Attachment F: Proof of Illinois Not-for-Profit Eligibility

Submit one copy of the organization's current year's [proof of Illinois not-for-profit eligibility](#).

NFP Status document should be saved as a PDF file and labeled: Organization name_F.pdf

Review Criteria

Applications will be evaluated on the following criteria:

1. The demonstrated ability to effectively address local needs through the CAA grantsmaking process. This includes evidence that efforts have been made to serve the entire geographic area identified, and serves emerging and established applicants;
2. Presentation of clear and equitable procedures for the review of applications that involves a panel with diverse members who are representative of the entire region served;
3. Presentation of effective procedures for publicizing the availability of regranting funds and for making the program accessible. Grantswriting assistance provided to new and emerging organizations and/or individuals that do not have direct access to IACA funding and/or have not traditionally made requests for funding is important;
4. Evidence of organizational stability, including financial accountability and demonstrated ability to raise the required level of matching funds;
5. Evidence that the organization has a sound process for evaluating the impact and effectiveness of the program and makes changes to the program accordingly.

If applicants meet all criteria, the panel will make a recommendation for continued funding.

Notification and disbursement of funds

Upon review of the panel scores and the current fiscal year allocation, the IACA will determine funding recommendations. The final grant award is determined by the Council with input from the advisory panel and the IACA staff. All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant agreement will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

An appeal of the Council's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Grantee Requirements

- [ADA Compliance](#)
- [Grant Notification Requirements](#)
- [Crediting Requirements](#)
- [Reporting Requirements](#)
- [Grants Fund Recovery Act](#)

ADA Compliance

The Illinois Arts Council Agency supports universal access to the arts. The Agency abides by state and federal laws that prohibit public support to organizations (people or entities) that discriminate against people with disabilities. Therefore, each grantee is required to assure that they are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

By signing an Illinois Arts Council Agency application or grant agreement, grantees are in effect acknowledging that their programs, services, and facilities are accessible, or a plan to make them accessible is in place and being followed. Funds may not be granted unless applicants are able, if requested, to provide documentation of their efforts to be in compliance.

To help you through these requirements, you can access the National Endowment for the Arts website to download a copy of the ["Section 504 Self Evaluation Workbook"](#)

The Illinois Arts Council Agency provides technical assistance and consultation to organizations seeking assistance in ADA Compliance, contact the **IAC 504/ADA Coordinator**, [Encarnacion Teruel](#) at 312-814-6753 or TTY 888-261-7957.

For additional information and technical assistance the Disability and Business Technical Assistance Center (DBTAC): [Great Lakes ADA Center](#) provides information, materials, technical assistance and training on the Americans with Disabilities Act of 1990 (ADA).

A thorough listing of information on accessibility and the arts is also available through the National Endowment for the Arts [website](#).

For additional information and assistance with accessibility as it relates to the arts and Section 504, you can contact:

NEA Office for AccessAbility: 202-682-5532 voice or 202-682-5496 TDD

ADA hotline at 1-800-949-4232 voice/TDD

[U.S. Department of Justice, Americans with Disabilities Act, ADA Home Page](#)

Grant Notification Requirements

Organizations that receive an IACA grant are required as part of their grant agreement to notify by letter their state representative, state senator, and the Office of the Governor of the IACA grant amount and the project or program it helps support. Copies of these three letters must be submitted to the IACA with the signed grant agreements, cash request, and other required documents before grant funds will be released.

Crediting Requirements

The regranteeing agency and their subgrantees must credit the IACA and the National Endowment for the Arts in all promotional material and public notices following notification of funding through the end of the grant period. Follow this [link](#) to access the logos and credit language: (<http://www.arts.illinois.gov/IACLogo>).

Reporting Requirements

Final report forms are due within 30 days following the end of the grant period. Failure to submit a final report jeopardizes the receipt of future IACA funding and will cause the following penalties to be imposed:

1. There will be a 25% reduction of all current fiscal year awards for a grantee that is late filing any final reports from the previous year.
2. If the grantee has no current fiscal year grant awards, the grantee will be prohibited from applying for any grants during the following fiscal year.

Grants Fund Recovery Act

Any grant funds determined to have been misspent or improperly held are subject to recovery according to the terms of the Grants Funds Recovery Act of 1984, as amended. Project expenditures are deemed to consist of grant funds in the same proportions as defined by the matching requirement for the project grant.